



Events Coordinator

Closing Date: 6pm, Friday 25th April 2025

Interview Date: TBC

Start Date: TBC

Contract: 12 months fixed term contract (potential of extending)

Hours: 15 hours per week (including occasional evening and weekends)

Salary: £12.60 per hour - £24,570 pro rata

Location: Hybrid. Truro, Cornwall (with travel required across Cornwall)

Inspiring Women Network is recruiting an Events Coordinator to join our team and to contribute to our shared vision and goals.

This post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (Part 1) and we encourage applications from those who identify as Black, or woman of colour, or from any other minoritised background.

The Events Coordinator will be responsible for planning, organising, and executing a wide range of events for IWN. These events will range from small workshops and community gatherings to large conferences and cultural festivals. The ideal candidate will have a passion for community engagement, event management, excellent organisational skills, and the ability to work effectively in diverse environments.

Applicant must be able to demonstrate:

- Experience in event planning and coordination.
- Excellent organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and work under pressure.
- Knowledge of social media and marketing strategies.
- Passion for promoting equity, diversity, and inclusion.
- Knowledge of local community resources and services.
- Ability to travel in accordance with the requirements of the post.
- Understanding of IWN, its vision, and its mission.

IWN is experiencing a time of growth, and this role is essential to help increase our capacity to respond to community needs across Cornwall.

The application pack documents can be requested by sending an e-mail quoting the job title, together with your name and address.

Job Description and Person Specification

JOB TITLE:	Events Coordinator
HOURS:	15 hours per week (including occasional evening and weekends)
SALARY:	£12.60 per hour - £24,570 pro rata
CONTRACT:	12 months Fixed term (potential of extending funding permitting)
LOCATION:	Truro, Cornwall (with travel required across Cornwall)
LEAVE:	5.6 weeks pro rata
REPORTS TO:	Chief Operating Officer

Inspiring Women Network

Inspiring Women Network (IWN) is a diverse, women-centred, and women-led Community Interest Company that has been working with and for women and communities in Cornwall for thirteen years.

During this time, we have built a community of like-minded people who share our vision to build a Cornwall that is just and inclusive to all women and their families regardless of ethnicity or socioeconomic background.

Our mission is to connect, inspire, and empower women to thrive and achieve their unique potential by creating a vibrant, affirming, and inclusive space for all to belong with authenticity.

IWN is experiencing a time of growth, and we are looking for a dedicated and passionate Outreach Worker to join us during an exciting time for us as an organisation.

IWN's Values

Inspiring Women Network prides itself on its strong values and ethos. At IWN, we care about people, all people. We are a diverse and inclusive organisation, and we have zero tolerance for any hateful discriminatory behaviour.

In line with the nature of IWN's work and ethos, this post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (part 1) and we encourage applications from those who identify as Black, woman of colour, or any other minoritised background.

Overall Role Aim

The Outreach Worker will be responsible for connecting with and supporting women, particularly those from minoritized communities, across Cornwall. The ideal candidate will provide advocacy, befriending, and support to women facing challenges such as racism and other forms of discrimination. This role requires excellent interpersonal skills, a passion for community engagement, and the ability to work effectively in diverse environments.

Main Duties

1. Develop and manage IWN's comprehensive events calendar ensuring all events are well-planned and strategically aligned with organisational mission and goals.
2. Plan, execute, and oversee events from concept to completion, including logistics, budgeting, and coordination.
3. Liaise with venues, stakeholders, and vendors to facilitate smooth event execution and ensure all logistical details are addressed.
4. Coordinate with the rest of IWN team to effectively promote events, maintaining clear and consistent communication with all participants and volunteers.
5. Develop event budgets, track expenses, and report on financial performance, ensuring all events are delivered within budget.
6. Liaise with Volunteer Coordinator to allocate and manage volunteers effectively for events ensuring they are well-utilised and recognised for their contributions.
7. Conduct post-event evaluations to gather feedback, assess event success, and report on outcomes, providing recommendations for future improvements.
8. Foster relationships with community members and stakeholders and engage with diverse community groups to ensure events are inclusive and accessible.
9. Promote IWN's programmes and services through various outreach strategies, including presentations, workshops, fairs, and other information sessions.
10. Distribute informational materials and resources to women in the community.
11. Maintain member records in a secure manner and adhere to the Data Protection Act, ensuring confidentiality and compliance.
12. Monitor, document, and evaluate the outcomes and progress of services and activities, providing insights for continuous improvement.
13. Work closely with the Community Development Officer and other IWN staff to coordinate efforts and align initiatives.
14. Establish and agree objectives with the COO, providing regular updates on progress towards achieving these goals.
15. Prepare regular reports and on event outcomes and activities for presentation to the board, ensuring transparency and accountability.

Essential:

- Experience in event planning and coordination.
- Excellent organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and work under pressure.
- Knowledge of social media and marketing strategies.
- Passion for promoting equity, diversity, and inclusion.
- Knowledge of local community resources and services.
- Ability to travel in accordance with the requirements of the post.
- Ability to motivate and engage people.
- Understanding of IWN, its vision, and its mission.

**Personal Qualities:**

- Flexible and adaptable to changing environments.
- Highly motivated and self-directed.
- Detail-oriented with strong problem-solving skills.
- Collaborative team player with a positive attitude.
- Culturally competent and inclusive.

Flexibility Clause

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. As a term of employment, the post holder is therefore expected to undertake any other reasonable duties, as required, within their capacities and the scope of the post under the direction of the Project Manager.

Data Protection Act:

Inspiring Women Network is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.

Inspiring Women Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.